

New Mills Golf Club Appeals Process (to be used in conjunction with New Mills Golf Club Complaints Policy & Disciplinary Regulations)

*Establishing a clear and precise process for maintaining transparency and trust within a golf club is crucial.

Golf Club Appeals Process

Purpose

This process applies to all members of the golf club who wish to appeal against:

- Disciplinary actions e.g. suspensions
- Decisions related to membership status
- Tournament results and rulings
- Handicap reviews
- Other significant decisions impacting members

Initial Appeal Submission

- Timing: members must submit their appeal within 14 days of the decision they wish to contest
- Format: Appeals must be submitted in writing, either via email or a formal letter, to the Club Secretary/ Handicap secretary
- Content requirement: The members name and contact information
- A clear statement of the decision being appealed
- Reasons for the appeal, including any relevant evidence or documentation
- Desired outcome or resolution

Acknowledgement of Appeal

- The Club secretary/ Handicap secretary will acknowledge receipt of the appeal within 5 working days
- The member will be informed of the next steps and the anticipated timeline for the review process

Appeals Committee

Composition: An appeal committee will be formed, consisting of 3-5 members who are impartial and have no direct involvement in the original decision. This may include senior members or external advisors

Appointment: The Club Secretary will appoint the members of the appeal Committee within 7 days of receiving the appeal

Review Process

Preliminary Review: The appeals committee will conduct a preliminary review to determine if the appeal has sufficient grounds to proceed

Hearing: If the appeal proceeds, a hearing will be scheduled within 21 days. The member will be invited to present their case, and any relevant parties involved in the original decision may also be asked to provide input

Evidence: The member may submit additional evidence or call witnesses to support their appeal. All parties must disclose any evidence or witnesses at least 7 days before the hearing

Decision

Deliberation: The Appeals Committee will deliberate in private after the hearing

Outcome: A decision will be reached by a majority vote.

The Committee may:

- Uphold the original decision
- Modify the decision
- Overturn the decision

Notification: The member will be notified of the decision in writing within 7 days of the hearing. The notification will include the reasons for the decision and any action to be taken

Finality of the decision

The decision of the appeals Committee is final. However, members have the right to seek further recourse through external bodies or legal means if they believe the process was fundamentally unfair or biased

Record Keeping

All documents and records related to the appeal will be kept confidentially and securely by the Club Secretary for a minimum of 3 years

Review of appeals process

The appeals process will be reviewed annually by the Clubs Management Team to ensure it remains fair, transparent and effective

Contact information

All appeals and correspondence should be directed to:

Club Secretary : Phil Holland

Handicap Secretary: Jo Coull

By following this structured appeal process, the club ensures that all members have access to a fair and transparent method to contest decisions, thereby promoting trust and integrity within the club